

Student Aspects of TEACH Grant Processing Operational for July 1, 2008

Attachment to June 2008 Electronic Announcement

The purpose of this document is to provide additional information about the student aspects of Teacher Education Assistance for College and Higher Education (TEACH) Grant processing that will be operational for July 1, 2008.

We cover information in the following order:

- TEACH Grant Question on 2008-2009 FAFSA on the Web
- TEACH Grant July 1, 2008 Student Aspects Overview
- TEACH Grant Agreement to Serve (ATS) Web Site
- TEACH Grant Disclosure Statement
- TEACH Grant Notice of Disbursement(s) Made
- TEACH Grant Award Information in NSLDS

If you have questions about the TEACH Grant question on [FAFSA on the Web](#) and its related SAR/ISIR comment codes or the EDExpress software, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806). You may also e-mail CPSSAIG@ed.gov.

If you have questions about the COD System's TEACH Grant functionality, including ATS completion or the TEACH Grant Disclosure Statement, contact the COD School Relations Center at 800/474-7268. You may also e-mail CODSupport@acs-inc.com.

If you have questions about the DLSS' TEACH Grant Notice of Disbursement(s) Made or monitoring of TEACH Grant awards, contact the School Services Team at the Direct Loan Servicing Center at 888/877-7658.

TEACH Grant Question on 2008-2009 FAFSA on the Web

For the 2008-2009 Award Year, the application for a TEACH Grant is the Free Application for Federal Student Aid (FAFSA). We have added a question to the 2008-2009 [FAFSA on the Web](#) application to assist in identifying potentially eligible TEACH Grant recipients. For the 2008-2009 Award Year, this question will only appear on [FAFSA on the Web](#) and not on the paper FAFSA, or on an application generated by a school in [FAA Access to CPS Online](#) or through the Electronic Data Exchange (EDE) process.

Self-Identification Question

If a school desires, it can use the response to the self-identification question that we will ask of students on the FAFSA to assist in identifying a potentially eligible student. However, a student is not required to answer this self-identification question to be eligible for a TEACH Grant award. As we informed schools in Electronic Announcements posted to the [Information for Financial Aid Professionals \(IFAP\) Web site](#) on December 21, 2007, February 5, 2008, and February 11, 2008, we added the TEACH Grant question on the 2008-2009 [FAFSA on the Web](#) site.

Student Aspects of TEACH Grant Processing Operational for July 1, 2008

Attachment to June 2008 Electronic Announcement

SAR Comment Codes 281 and 282

On February 11, 2008, we began adding comment code 281 to Student Aid Report (SAR) and Institutional Student Information Record (ISIR) transactions for students who submit a new [FAFSA on the Web](#) application and answer “Yes” to the TEACH Grant question. In addition, a reprocessing of 2008-2009 ISIRs was conducted on February 15, 2008, to add the new comment code 281 and associated comment text to records for students who previously answered “Yes” to the TEACH Grant question.

On May 5, 2008, we began adding comment code 282 to SAR and ISIR transactions for applicants who have not been given the opportunity to answer the TEACH Grant question. This includes applicants who file a paper FAFSA, as well as those students for whom the application is generated by a school in [FAA Access to CPS Online](#) or through the Electronic Data Exchange (EDE) process.

SAR comments 281 and 282 direct students to a new [TEACH Grant Web site](#) for information about the eligibility and academic requirements of the TEACH Grant Program. This Web site is currently available and will be updated as necessary in the future.

TEACH Grant July 1, 2008 Student Aspects Overview

Just prior to the July 1, 2008 effective date of the TEACH Grant Program, we will implement Common Origination and Disbursement (COD) System functionality that will support the processing of TEACH Grants for the 2008-2009 and subsequent award years. We plan to implement this functionality during the period June 27-28, 2008. In conjunction with the COD System implementation, we will also implement Direct Loan Servicing System (DLSS) and National Student Loan Data System (NSLDS) functionality. After these implementations, the following student aspects of TEACH Grant processing will be operational:

- Complete a TEACH Grant Agreement to Serve (ATS) electronically via the ATS Web site.
- Access a TEACH Grant fact sheet via the ATS Web site.
- Receive a TEACH Grant Disclosure Statement once an origination record and at least one anticipated disbursement record have been accepted by the COD System.
- Receive a TEACH Grant Notice of Disbursement(s) Made (previously referred to as “Welcome Letter”) generated by the DLSS.
- Access TEACH Grant information in the NSLDS via the [NSLDS Student Access Web site](#).

TEACH Grant Agreement to Serve (ATS) Web Site

A student will complete an Agreement to Serve (ATS) electronically via the ATS Web site *each year that he or she is scheduled to receive a TEACH Grant award*. The ATS will explain the service obligation that must be fulfilled, the circumstances that will result in the TEACH Grant being converted to a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program, and, if the TEACH Grant is converted to a Direct Unsubsidized Loan, the terms and conditions associated with repaying the loan.

Student Aspects of TEACH Grant Processing Operational for July 1, 2008

Attachment to June 2008 Electronic Announcement

The URL for the ATS Web site will be www.teach-ats.ed.gov. This Web site will be functional after the COD System implementation scheduled for June 27-28, 2008.

There will be no paper version of the ATS. Again, the student must complete the electronic ATS each year that he or she is scheduled to receive a TEACH Grant award. As a reminder, an option that requires COD System acceptance of an origination record from a school before a student may enter the school's information on the ATS will be automatically set to "Y" (Yes) for each eligible TEACH Grant school. If a school wants to change this option to "N" (No), it may do so via the School Options Information screen on the [COD Web site](#). For complete information about how to change this option, refer to [the June 19, 2008 Electronic Announcement posted on the IFAP Web site](#).

The COD System will accept actual disbursement records (Disbursement Release Indicator or DRI equals "True") for a TEACH Grant award only after an ATS for the applicable award year has been accepted by the COD System. The COD System will reject TEACH Grant actual disbursement records if an electronic ATS has not been accepted for the applicable award year.

TEACH Grant ATS Web Site Navigation

A student will be able to easily navigate the ATS Web site through the use of seven links located on the left side of each ATS Web site screen. Through the use of these seven links, the student will be able to access information as well as complete the electronic ATS.

The seven ATS Web site links are as follows:

- ATS Home
- My ATS
- What to Expect
- What You Need
- TEACH Fact Sheet
- FAQ
- Contact Us

ATS Home – Log In Not Required to Access

A student will arrive at this screen via the ATS Web site URL (www.teach-ats.ed.gov) and click on the applicable links to complete actions.

My ATS – Log In Required to Access

A student clicks on this link to complete a new ATS, view a previously completed ATS, or print a previously completed ATS. Before the student can complete any of these actions, he or she must log in using his or her social security number (SSN), first two letters of last name, date of birth, and Department of Education-issued PIN. Upon successfully logging in, the student can complete a new ATS or open/view/print a previously completed ATS.

Student Aspects of TEACH Grant Processing Operational for July 1, 2008

Attachment to June 2008 Electronic Announcement

What to Expect – Log In Not Required to Access

A student clicks on this link for an overview of the four-step ATS completion process. The four steps are as follows:

- Step 1 – School Info
- Step 2 – Student Info
- Step 3 – Review Draft
- Step 4 – Submit ATS

A student should read this overview to ensure that he or she is prepared to complete all four steps in one session. If a student exits the ATS Web site before completing Step 4 and returns later, he or she will need to begin the process again starting with Step 1.

What You Need – Log In Not Required to Access

A student clicks on this link for information about ATS Web site requirements that will allow for optimal viewing and use of the Web site. Specifically, supported browser and Adobe Acrobat Reader information is provided.

TEACH Fact Sheet – Log In Not Required to Access

A student clicks on this link to access a screen that has a link to an informational document about the TEACH Grant Program. When the student clicks on the link for the informational document, the document will open in PDF format in the same browser window. The student may read the document online, save the document to another location, or print the document.

To return to the ATS Web site after opening the informational document, the student will need to use his or her browser's Back button. If the student closes the window rather than using the Back button, he or she will no longer be connected to the ATS Web site.

Note: A school may instruct its students to read the informational document as a supplement to the counseling that a student must complete before he or she receives each TEACH Grant award. However, reading of the informational document alone does not fulfill the TEACH Grant counseling requirements outlined in [the June 23, 2008 final regulations](#).

FAQ – Log In Not Required to Access

A student clicks on this link to access answers to frequently asked questions about the ATS and its electronic completion.

Contact Us – Log In Not Required to Access

A student clicks on this link to access a form for electronically submitting a question, issue, or comment to us. If the student wants a response from us, he or she must enter an e-mail address before submitting the electronic form.

Student Aspects of TEACH Grant Processing Operational for July 1, 2008

Attachment to June 2008 Electronic Announcement

TEACH Grant ATS Web Site User Guide

To assist a school in preparing its students to use the TEACH Grant ATS Web site, we have developed a “TEACH Grant Agreement to Serve Web Site User Guide.” This June 2008 version of the user guide is intended to illustrate the four-step process a student will follow to complete his or her first ATS.

The “TEACH Grant Agreement to Serve (ATS) Web Site User Guide” is an attachment to the same Electronic Announcement to which this document is attached. A school may provide the user guide, in electronic or paper format, to its students. Printed copies of the user guide will not be available for bulk order.

TEACH Grant Disclosure Statement

Upon acceptance of an origination record that includes, at a minimum, anticipated disbursement information, the COD System will generate a TEACH Grant Disclosure Statement for the student.

The TEACH Grant Disclosure Statement is a two-sided document that includes three sections on the front—Student Information, School Information, and Award Information. In the Award Information section, planned award amount, disbursement date, and disbursement amount information will be provided. The back of the TEACH Grant Disclosure Statement explains the document’s purpose and key data elements.

To assist a school in preparing its students to receive the disclosure statement, the “TEACH Grant Disclosure Statement” is an attachment to the same Electronic Announcement to which this document is attached. This attachment is for informational purposes only. In all cases, the TEACH Grant Disclosure Statement will be generated by the COD System.

TEACH Grant Notice of Disbursement(s) Made

Once the COD System has an accepted ATS (completed by the student via the ATS Web site), an accepted origination record, and an accepted actual disbursement record for the initial disbursement, the TEACH Grant award will be “booked” and sent to the DLSS. The DLSS will generate a TEACH Grant Notice of Disbursement(s) Made for the student. Upon receipt of subsequent TEACH Grant disbursement information, the DLSS will generate a new TEACH Grant Notice of Disbursement(s) Made for the student.

The TEACH Grant Notice of Disbursement(s) Made is a two-sided document that provides on the front information about the student, the disbursements covered by the notice, a summary of all the student’s TEACH Grant awards, and general TEACH Grant information. The back of the TEACH Grant Notice of Disbursement(s) Made provides contact information for the Direct Loan Servicing Center.

To assist a school in preparing its students to receive the disbursement notice, the “TEACH Grant Notice of Disbursement(s) Made” is an attachment to the same Electronic Announcement to which this document is attached. This attachment is for informational purposes only. In all cases, the TEACH Grant Notice of Disbursement(s) Made will be generated by the DLSS.

Student Aspects of TEACH Grant Processing Operational for July 1, 2008

Attachment to June 2008 Electronic Announcement

Important Notes About Other DLSS Functions: In addition to generating the TEACH Grant Notice of Disbursement(s) Made, ongoing student notifications, recording, and monitoring related to the TEACH Grant will occur via the DLSS. We will provide information about these ongoing DLSS functions in forthcoming communications that we will post on the [IFAP Web site](#). For now, there are a few items that we want to highlight.

- 1) When downward adjustments to TEACH Grant disbursements are received by the DLSS, an adjustment notice will be generated for the student.
- 2) Beginning July 1, 2008, information about the student's TEACH Grant award will be available to schools via the [COD Web site](#) and the [NSLDS Professional Access Web site](#) and to the student via the [NSLDS Student Access Web site](#). The student's TEACH Grant award information will not be available on the [Direct Loan Servicing Online Web site](#) until a later date. We will communicate about the availability of TEACH Grant information on the [Direct Loan Servicing Online Web site](#) prior to its implementation. In the meantime, questions should be directed to the Direct Loan Servicing Center at the applicable number provided in #4 below.
- 3) In Fall 2008, we will communicate operational implementation and schedule guidance related to DLSS generation of a quarterly statement about the student's TEACH Grant award or awards. This statement will notify the student of his or her TEACH Grant award amounts and potential interest accrual on those amounts. The statement is intended to keep the student informed of the financial impacts if he or she does not fulfill the required teaching, or otherwise fails to meet the requirements of the TEACH Grant Program.
- 4) In Fall 2008, we will communicate operational implementation and schedule guidance related to the conversion of a TEACH Grant to a Direct Unsubsidized Loan. In the meantime, if a school or student has questions about converting a TEACH Grant to a Direct Unsubsidized Loan, the Direct Loan Servicing Center should be contacted at one of the following numbers:

For Schools: School Services at 888/877-7658

For Students: Borrower Services at 800/848-0979

TEACH Grant Award Information in NSLDS

Upon receipt of TEACH Grant award information, the DLSS will send the information to the NSLDS. Both individual award information and aggregate award information will be available in NSLDS for view by a school and the student.

- A school will access TEACH Grant information via the [NSLDS Professional Access Web site](#).
- The student will access TEACH Grant information via the [NSLDS Student Access Web site](#).